



DEPARTMENT OF THE NAVY
NAVAL SCHOOL OF HEALTH SCIENCES
BETHESDA, MARYLAND 20889-5611

IN REPLY REFER TO:
NSHSBETHINST 1601.3B

02

SEP 10 1996

NSHS BETHESDA INSTRUCTION 1601.3B

Subj: COMMAND WATCHSTANDING PROGRAM

Ref: (a) U. S. Navy Regulations, 1994

Encl: (1) Duties and Responsibilities of Watch Bill Coordinators
(2) Duties and Responsibilities of Watchstanders

1. Purpose. To establish the Command Watchstanding Program and assign duties and responsibilities necessary to conduct the program.

2. Cancellation. NSHSBETHINST 1601.3A

3. Background. Reference (a) requires the Commanding Officer to establish watches to provide for the continuous operation of the command. These watches are essential to ensure that the business of the command is conducted smoothly and expeditiously after normal working hours so that our mission is not impaired or compromised.

4. Applicability. This instruction applies to all staff personnel and enlisted students assigned to the Naval School of Health Sciences, Bethesda, Maryland.

5. Policy

a. To ensure continuity of operations after hours, a Watchstander's Guide will be readily available for use by each watchstander. Individual watchstanders will be thoroughly familiar with its contents.

b. Watchstanders will be removed from their applicable watch bill at least 30 days prior to their detachment date. It is the responsibility of the watchstander to notify their Watch Bill Coordinator when a detachment date is established. Any duties already assigned on a published Watch Bill are the responsibility of the watchstander.

SEP 10 1996

6. Action. The Commanding Officer will appoint, in writing, personnel to fill the following key positions to manage the Watchstanding Program.

a. Senior Watch Officer/Command Duty Officer (CDO) Watch Bill Coordinator.

b. Enlisted Watch Bill Coordinator/Officer of the Day (OOD) Watch Bill Coordinator.

c. Junior Officer of the Day (JOOD) Watch Bill Coordinator.

d. Mate of the Day (MOD) Watch Bill Coordinator.

e. Student Watch Bill Coordinator.

7. Responsibilities

a. The Senior Watch Officer will oversee and coordinate all aspects of the Command Watchstanding Program.

b. The Senior Watch Officer and Watch Bill Coordinators will:

(1) Comply with enclosures (1) and (2).

(2) Meet with watchstanders at least quarterly to pass information and to solicit their input as to watchstanding issues.

(3) Ensure all new watchstanders are given appropriate orientation prior to assignment to the watch bill.

(4) Ensure that a Watchstander's Guide is established and properly maintained for each Command Watch. These guides shall be maintained in the appropriate duty office. Updates and revisions shall be annotated in the appropriate pass down log located at each watch station to ensure watchstanders are advised.

c. Command Watchstanders shall:

(1) Stand all assigned watches and perform duties as reflected in enclosure (2) and the Watchstander's Guide.

SEP 10 1996

ENLISTED WATCH BILL COORDINATOR

1. Assist the Senior Watch Officer by coordinating the Command's watchstanding program as it applies to enlisted members of the Command.
2. Ensure that the Watchstander's Guide for enlisted personnel is developed and properly maintained, and ensure the information and guidance contained in each guide is current and accurate.
3. Ensure the preparation and promulgation, by the 20th of each month, of all enlisted watch bills for the following month.
4. Ensure all watchstanders are promptly notified of any significant changes that impact the standing of their watch.

OFFICER OF THE DAY WATCH BILL COORDINATOR

1. Prepare and promulgate, by the 20th of each month, the OOD Watch Bill for the following month.
2. Review leave requests for all OOD watchstanders.
3. Review and approve or disapprove all requests from OOD watchstanders for exchange of duty.
4. Ensure OOD watchstanders are removed from the OOD roster at least 30 days prior to transfer, when notified by the member.
5. Ensure the Watchstander's Guide for OODs is kept current and that watchstanders are promptly notified of any significant changes that impact the standing of their watch.

JUNIOR OFFICER OF THE DAY WATCH BILL COORDINATOR

1. Prepare and promulgate, by the 20th of each month, the Junior Officer of the Day (JOOD) Watch Bill for the following month.
2. Review leave requests for all JOOD watchstanders.
3. Review and approve or disapprove all requests from JOOD watchstanders for exchange of duty.
4. Ensure JOOD watchstanders are removed from the JOOD roster at least 30 days prior to transfer, when notified by the member.
5. Ensure the Watchstander's Guide for JOODs is kept current and that watchstanders are promptly notified of any significant changes that impact the standing of their watch.

SEP 10 1996

MATE OF THE DAY WATCH BILL COORDINATOR

1. Prepare and promulgate, by the 20th of each month, the Mate of the Day (MOD) Watch Bill for the following month.
2. Ensure MOD Watch Bill is reviewed and approved by the Enlisted Watch Bill Coordinator prior to dissemination.
3. Review leave requests for all MOD watchstanders.
4. Review and approve or disapprove all requests from MOD watchstanders for exchange of duty.
5. Ensure MOD watchstanders are removed from the MOD roster at least 30 days prior to transfer, when notified by the member.
6. Ensure the Watchstander's Guide for MODs is kept current and that MOD watchstanders are promptly notified of any significant changes that impact the standing of their watch.

STUDENT WATCH BILL COORDINATOR

The Student Watch Bill Coordinator is assigned from the Education Support Department, Technical Training Directorate.

1. Prepare and promulgate, by the 20th of each month, the BEQ 61 Watch Bills for the following month.
2. Ensure the BEQ 61 Watch Bills are reviewed and approved by the Enlisted Watch Bill Coordinator prior to dissemination.
3. Review leave requests for all BEQ 61 watchstanders.
4. Review, approve or disapprove, all requests from BEQ 61 watchstanders. Note: BEQ 61 watchstanders will have the BEQ Manager's signature on their request to change duties.
5. Ensure all BEQ watchstanders are promptly notified of any significant changes that affect watchstanding.
6. Ensure any student disenrolled or set back is removed from the roster of BEQ 61 watchstanders, as applicable.

SEP 10 1996

**SENIOR WATCH OFFICER/
COMMAND DUTY OFFICER WATCH BILL COORDINATOR**

The Senior Watch Officer and Command Duty Officer (CDO) Watch Bill Coordinator positions are held by the same individual.

SENIOR WATCH OFFICER

1. Coordinate the Command's Watchstanding Program.
2. Ensure that the Watchstander's Guide is developed and properly maintained, and ensure the information and guidance contained in each guide is current and accurate.
3. Ensure the preparation and promulgation, by the 20th of each month, of all watch bills for the following month.
4. Ensure the NSHS Command Watchstanding Program Instruction, NSHSBETHINST 1601.3 series, is kept current and updated as necessary.
5. Ensure all watchstanders are promptly notified of any significant changes that impact the standing of their watch.

COMMAND DUTY OFFICER WATCH BILL COORDINATOR

1. Prepare and promulgate, by the 20th of each month, the Command Duty Officer Watch Bill for the following month.
2. Review leave requests for all CDO watchstanders.
3. Review and approve or disapprove all requests from CDO watchstanders to exchange duty.
4. Ensure CDO watchstanders are removed from CDO roster at least 30 days prior to transfer, when notified by the member.
5. Ensure the Watchstander's Guide is kept current and that CDO watchstanders are promptly notified of any significant changes that impact the standing of their watch.

**ENLISTED WATCH BILL COORDINATOR/
OFFICER OF THE DAY WATCH BILL COORDINATOR**

The Enlisted Watch Bill Coordinator and Officer of the Day (OOD) Watch Bill Coordinator positions are held by the same individual.

SEP 10 1996

COMMAND DUTY OFFICER

1. **Purpose.** The Command Duty Officer (CDO) is the direct representative of the Commanding Officer (CO). The CDO is responsible for carrying out the duties of the watch and supervising the Officer of the Day (OOD) in the safety and general duties of the unit.
2. **Personnel.** Staff officers, of the rank O-1 through O-4, shall stand duty as the CDO unless excused by the Executive Officer (XO).
3. **Muster**
 - a. The CDO shall muster in person with the NSHS OOD no later than 0715 each work day.
 - b. The CDO shall check with the XO and Director for Administration (DFA) each work day afternoon to receive any instructions or briefings on special situations at the Command. The CDO will also check with the OOD each work day afternoon before securing to phone/beeper watch.
 - c. The CDO will be on board no later than 0715 each work day and be prepared, in lieu of the OOD, to give Morning Report to the CO or XO, if requested.
4. **Other Duties**
 - a. The CDO shall remain on board until he/she feels the OOD has control of the watch, or until relieved by competent authority. The CDO may then secure to a phone/beeper watch after having tested the beeper.
 - b. The CDO shall verify his/her beeper number and home phone number with the NSHS OOD and the National Naval Medical Center (NNMC) Command Duty Desk prior to securing to a phone/beeper watch.
 - c. The CDO will be available to the OOD at all times by phone or beeper.
 - d. The CDO shall make contact with the OOD at least once a day on weekends and holidays.
 - e. Read, understand and follow the Watchstander's Guide for CDO/OODs located in the Command Duty Office.

OFFICER OF THE DAY

1. **Purpose.** The Officer of the Day (OOD) is the watch designated by the Commanding Officer (CO) to be in charge of the unit. The primary responsibility of the OOD is the safety, security, and proper operation of the unit after working hours. The OOD is responsible for ensuring all required entries are made in the Command Log and for making all required reports to the CDO, Executive Officer (XO) and CO.
2. **Personnel.** Staff personnel in the rank of senior E-6 and E-7 shall stand duty as the OOD except those excused by the XO.

SEP 10 1996

3. **Muster.** The oncoming OOD shall muster in person or by phone with the Administrative Support Department no later than 0800 each work day.

4. **Hours**

a. **Work Days**

(1) The OOD shall report to the Command Duty Office when the watch is set for the Command, or no later than 1545.

(2) The OOD may secure to a phone/beeper watch at 1800, when conditions allow, after having made a final set of rounds and notified the National Naval Medical Center (NNMC) Command Duty Desk of home phone and beeper numbers of the OOD and CDO.

(3) The OOD shall remain on duty until properly relieved.

b. **Weekends and Holidays.** The OOD may secure to a phone/beeper watch on weekends/holidays, but is responsible for checking the remote answering machine several times during the day.

5. **Uniform.** The OOD shall stand the watch in the uniform of the day.

6. **Duties.** The Duties of the OOD shall include, but are not limited to:

a. Check with the Administrative Support Department and the CDO each work day at the commencement of the watch for special instructions.

b. Ensure that all watch standers are on board as required and stand a proper watch.

c. While on board, ensure rounds of all NSHS spaces are made at least once and are properly logged in the Command Log.

d. Ensure all personnel remaining on board after 1800 on work days, or entering the building after normal working hours and on weekends and holidays, are properly logged in the "After Hours Log". Properly log personnel remaining on board when securing to phone/beeper watch.

e. Ensure proper supervision, and log the arrival and departure, of personnel on Extra Duty and Extra Military Instruction.

f. Check in newly reporting staff and student personnel and direct them to quarters, instructing them to return the following work day no later than 0730. Ensure all staff members are logged in the Command Log when reporting on board.

g. Check all personnel in/out on leave and TAD, ensuring proper log entries are made.

h. Ensure the Command Log contains all pertinent entries and is maintained as directed by this instruction and the Watchstander's Guide.

SEP 10 1996

i. Ensure all phones are answered in proper military manner and complete messages are taken and forwarded as necessary.

j. Message Traffic:

(1) Ensure the message center is contacted prior to 1800, on work days, to verify if any priority or classified messages have been received for NSHS.

(2) If there are classified messages or if contacted by the message center, OOD will ask for subject line of message, then contact the NSHS Director, Administration (or other designee) to pick up the message. The Director, Administration will assist the OOD in taking required action and secure the material.

k. Be prepared to give Morning Report to Administrative Support Department personnel and/or XO/CO no later than 0730 .

l. Ensure office check-off inventory is completed daily.

m. Be familiar with the Watchstander's Guide for CDO/OODs, located in the Command Duty Office.

JUNIOR OFFICER OF THE DAY

1. **Purpose.** The primary responsibility of the JOOD is the safety, security, and proper operation of BUILDING 141 after working hours. The JOOD is responsible for making all required reports to the OOD during the watch.

2. **Personnel.** Staff personnel in the rank of junior E-6 and senior E-5 shall stand duty as the JOOD except those excused by the XO.

3. **Muster.** The oncoming JOOD shall muster in person or by phone with the Administrative Support Department no later than 0800 each work day.

4. **Hours**

a. **Work Days**

(1) The JOOD shall report to the Duty Office in Building 141 when the watch is set for the Command, or no later than 1545.

(2) The JOOD may secure to a phone/beeper watch at 1800, when conditions allow, after having made a final set of rounds and notified the OOD of home phone and beeper numbers.

(3) The JOOD shall remain on duty until properly relieved.

b. **Weekends and Holidays.** The JOOD may secure to a phone/beeper watch on weekends/holidays, but is responsible to the OOD for any assigned duties.

5. **Uniform.** The JOOD shall stand the watch in the uniform of the day.

SEP 10 1996

6. **Duties.** The Duties of the JOOD shall include, but are not limited to:

a. Check with the Administrative Support Department and the OOD each work day at the commencement of the watch for special instructions.

b. While on board, ensure rounds of all NSHS spaces in Building 141 are made at least once and are reported to the OOD for proper Command Log entry.

c. Ensure all personnel remaining on board in after 1800 on work days, or entering the building after normal working hours and on weekends and holidays, are properly logged in the "After Hours Log". Properly log personnel remaining on board when securing to phone/beeper watch.

d. Ensure the Command Log contains all pertinent entries and is maintained as directed by this instruction and the Watchstander's Guide.

e. Ensure all phones are answered in proper military manner and complete messages are taken and forwarded as necessary.

f. Be familiar with the Watchstander's Guide for JOODs.

MATE OF THE DAY

1. **Purpose.** The Mate of the Day (MOD) is the watch designated by the Commanding Officer (CO) with responsibility for the Technical Training Directorate (TTD)- Building 1. The MOD's primary responsibility is the safety, security and proper operation of TTD after working hours. The MOD is responsible for ensuring all required entries are made in the MOD Log and for making all required reports to the OOD and the Director, Technical Training.

2. **Personnel.** Staff personnel with ranks of E-5 and below shall stand duty as the MOD, except those excused by the Executive Officer (XO).

3. **Muster**

a. The oncoming MOD shall muster in person or by phone with the Education Support Department (TTD) no later than 0800 each work day.

b. The MOD shall phone muster with the OOD when assuming the duty at TTD-Building 1 no later than 1545.

4. **Hours**

a. Work days

(1) The MOD shall be on board TTD spaces when the watch is set for the Command or no later than 1545.

(2) The MOD may secure to a phone/beeper watch at 1800 or at 2000 if students are onboard, after having made a final set of rounds and having notified the NSHS OOD and National Naval Dental Center (NNDC) Command Duty Desk of home phone and beeper numbers.

SEP 10 1996

(3) The MOD shall be on board no later than 0600 to open TTD spaces and prepare the MOD Log. The MOD shall phone muster with the OOD upon reporting on board.

(4) The MOD shall remain on duty until properly relieved by a member of the TTD Education Support Department.

b. Weekends and Holidays. The MOD shall be on a phone/beeper watch.

5. Uniform. The MOD shall stand the watch in the proper uniform of the day.

6. Duties. The duties of the MOD shall include, but are not limited to:

a. Check with the TTD (Head, Education Support Department) and the OOD each work day at the commencement of the watch for special instructions.

b. While on board, make rounds of all NSHS TTD spaces in Buildings 1, and 2 at least every two hours and ensure entries are made in the MOD Log. If any discrepancies are noted, contact the OOD.

c. Ensure all doors are secured when spaces are not in use.

d. Ensure all personnel remaining on board in TTD spaces after 1800 on work days, or entering the spaces after normal working hours and on Saturdays, are properly logged in the MOD Log. Properly log personnel remaining on board and spaces left open for cleaning when securing to phone/beeper watch.

e. Ensure proper supervision and log the arrival and departure of:

(1) Any student watches in TTD spaces.

(2) Any personnel assigned Extra Duty, Extra Military Instruction, or mandatory study/remediation in TTD spaces.

f. Ensure the MOD Log contains all pertinent entries and is maintained as directed in the MOD Watchstander's Guide.

g. Ensure all phones are answered in a proper military manner and complete messages are taken as necessary.

h. Ensure the beeper is in proper working order by testing it at the beginning of each watch.

i. Read, understand and follow the Watchstander's Guide located at the MOD Duty Desk.

BEQ 61 WATCHSTANDERS

1. Purpose. The Naval School of Health Sciences (NSHS) Student Bachelor Enlisted Quarters (BEQ) Watch is the watch designated by the Commanding Officer (CO) consisting of enlisted student personnel. The primary responsibility of NSHS Student BEQ 61 Watch is to ensure safety and security

SEP 10 1996

- d. All recreation equipment must be logged in and out in the BEQ 61 Equipment Check Out Log.
- e. If a resident needs cleaning supplies, they are located in the locker to the left of the front desk.
- f. In case of a bomb threat notify the BEQ Duty Manager immediately and Command Duty Officer desk. Refer to the bomb threat information sheet for specific guidance. Start evacuating the building by using the "All Call" function of the building intercom system.
- g. In case of fire, activate a fire pull station closest to the front desk (next to the DC transportation map). Start evacuating the building by using the "All Call" function of the building intercom system. In addition, telephone the NNMCC Fire Department by dialing - 777. Inform the BEQ Duty Manager and CDO's desk. Refer to the Fire Bill for specific guidance.
- h. In the event of a medical emergency, dial 777. Inform the BEQ Duty Manager and the CDO's desk.
- i. The watchstander will at all times be in the uniform of the day and present a smart military appearance (NO DUNGAREES or BDUs).
- j. If a resident is locked out of their room, call the BEQ Duty Manager.
- k. Stand duty until PROPERLY RELIEVED by the oncoming BEQ watch.
- l. While in the duty status, the watchstander is responsible to the NNMCC CDO and the BEQ Duty Manager.
- m. Any problems during the watch will be reported immediately to the NNMCC BEQ 61 Watch, NSHS OOD, and to the Student Watchbill Coordinator on the next working day.

ESSENTIAL PHONE NUMBERS

MEDICAL EMERGENCY 0600-1600 Military Sick Call 295-0355/1093
 1600-0600 ER Transport Team 295-4810
 CARDIAC ARREST 666
POLICE EMERGENCY 777 POLICE ROUTINE 295-1246
FIRE EMERGENCY 777 FIRE ROUTINE 295-0319
 NNMCC COMMAND DUTY OFFICER DESK 295-4611
 BEQ DUTY MANAGER 295-5855/5856/0214/0321

- ### ESSENTIAL PHONE NUMBERS

MEDICAL EMERGENCY 0600-1600 Military Sick Call 295-0355/1093
1600-0600 ER Transport Team 295-4810
CARDIAC ARREST 666
POLICE EMERGENCY 777 POLICE ROUTINE 295-1246
FIRE EMERGENCY 777 FIRE ROUTINE 295-0319
NNMC COMMAND DUTY OFFICER DESK 295-4611
BEQ DUTY MANAGER 295-5855/5856/0214/0321